



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**August 26, 2015**

**GOM 2015-31**

TO: Financial Aid Administrators

FROM: Catalina G. Mistler   
Chief, Program Administration & Services Division

**SUBJECT: California Chafee Foster Youth Grant Program Payment Update**

This Operations Memo from the California Student Aid Commission (Commission) provides an update on the status of California Chafee Foster Youth Grant Program (Chafee) payments for the 2014-15 and 2015-16 award years.

- The Commission is working closely with the Department of Social Services (CDSS) to ensure Chafee checks are handled in a timely matter and returned funds are recycled to eligible applicants prior to September 30, the end of the federal fiscal year.
- Holding Chafee funds prevents the Commission from making new Chafee Grant awards to eligible applicants. Once the end of the federal fiscal year passes, we are prohibited from recycling those funds.
- Funds not expended by the end of the federal fiscal year must be returned.
- If funding is not fully expended, Chafee federal funds will be reduced for future years.

### **WebGrants – Payment Tracking**

- 2014-15 and 2015-16 Chafee payment rosters will be closely monitored on a weekly basis to track the progress of the distribution of Chafee checks.
- If the “Date School Paid Student” or “School Return Date” is not updated on the online WebGrants *Chafee Payment Roster*, you will be contacted.
- To facilitate the reconciliation and distribution of 2014-15 and 2015-16 Chafee payments, please review and update the status of Chafee recipients on the online WebGrants *Chafee Payment Roster*.
- The online Chafee Payment Roster enables institutions with WebGrants access to update a Chafee payment status as disbursed or returned.
- WebGrants System Administrators have access and can grant authority to system users to update the Chafee Payment Roster.

**2015-16 Chafee Payments**

- The 2015-16 fall term payments were processed on Tuesday, August 4, 2015 and should have been disbursed to eligible students enrolled.
- Institutions should have received Chafee program checks from the State Controller's Office (SCO).
- Checks for ineligible students must be returned to the Commission within ten (10) business days.
- Notify the Commission immediately if a check is lost or missing.

We appreciate your assistance in facilitating the Chafee check disbursement process and immediately returning checks for ineligible Chafee participants. If you have concerns about disbursements at your campus, please contact the Commission's Institutional Support for assistance.

**Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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